

IC STAFF
Routing Slip

TO:	ACTION	COORD	INFO
EO/ICS			ABS <i>21 AUG</i>
D/ICS			X
DD/ICS			X
DD/RE			X
EA-D/ICS			<i>Don't</i>
SA-D/ICS			
SA-D/ICS-EP			
REO			
COMIREX			
SIGINT			
HUMINT			
MASINT			
IPC			
PBO			
PPO			
CCISCMO			X
IHC			
RDCO			
LL			
SECRETARIAT			
ADMIN	X		
✓ REGISTRY <i>MS</i>	<i>8-24-7</i>		
SUSPENSE: _____ Date			
REMARKS: <i>Please handle</i>			



105# 5429X
LIA 4-5-SR
U.S. Department of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

August 18, 1987

Lieutenant General Edward J. Heinz
Director of the Intelligence Community Staff
Central Intelligence Agency
Washington, D. C. 20505

Dear General Heinz:

In accordance with your request, I am pleased to advise you that Special Agent Thomas E. Burns, Jr., Grade GM 15, will be detailed to your agency for a one-year period. Special Agent Burns will be in contact with you concerning a definite reporting date.

To alleviate any problems regarding this assignment, an official position description showing the specific title of the position, duties being performed and whether it is in a competitive or excepted position, is requested. Please forward the official position description to Miss Angela Y. Quade, Personnel Section, Pay and Position Management Unit, Administrative Services Division (ASD), FBI Headquarters, telephone 324-3650.

Also, contact should be made with Special Agent Ted R. Ping, Financial Management Branch, Accounting Section, ASD, FBI Headquarters, telephone 324-3440, to arrange a reimbursable agreement.

If I may be of further assistance concerning this matter, please do not hesitate to contact me.

Sincerely yours,

Edwin J. Sharp
Edwin J. Sharp
Assistant Director

Administrative Services Division